



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

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DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
MEETING DATE AND TIME:	Tuesday, July 12, 2011 at 1:00 p.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Cannon Building, Second-Floor Conference Room B
MINUTES APPROVED:	September 13, 2011

MEMBERS PRESENT

Frances Wimbush, Public Member, Secretary
William Daisey, Public Member
Hope Squier, Healthcare (Public) Member
Sandra Dole, Healthcare (Public) Member
Victorine Parker, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Patricia Davis-Oliva, Deputy Attorney General
Michele Howard, Administrative Specialist II

MEMBERS ABSENT

Terri White, Professional Member, President
Tim Ballas, Professional Member, Vice President
Mike Salitsky, Professional Member
Elizabeth Hague, Public Member

PUBLIC PRESENT

Ryan Weller
Aubrey Rogers

CALL TO ORDER

Ms. Wimbush called the meeting to order at 1:02 p.m.

INTRODUCTION OF NEW BOARD MEMBER, VICTORINE PARKER

Ms. Wimbush introduced Ms. Parker and welcomed her to the Board.
Ms. Dole made a motion, seconded by Ms. Parker, to amend the agenda to add item 6.1 *NAB Annual Meeting – Report from Hope Squier*. The motion was unanimously approved.

REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the May 10, 2011 meeting. Ms. Squier made a motion, seconded by Mr. Daisey, to approve the minutes as presented. The motion was unanimously approved.

UNFINISHED BUSINESS

STRATEGIC PLAN 2011

New Preceptor Page for Website – Update from Ms. Howard

AIT Program Webpage – Update from Ms. Howard

Ms. Howard reported that the Preceptor page and AIT Program page have been added to the Board's website.

Rule 2.0 (Definition of Preceptor) – Review of Federal Regulations from Mr. Salitsky

Rules 10.1 and 10.2 (AIT Program) – Review of Federal Regulations from Mr. Salitsky

Board's Addendum A – Review of Federal Regulations from Mr. Salitsky

Board Member Training – Review Board Member Orientation Packet from Ms. White

Rule 14.2 (Acting/Temporary Licensure) – Review of Federal Regulations from Mr. Salitsky

In the absence of Mr. Salitsky and Ms. White, Ms. Squier made a motion, seconded by Mr. Daisey, to table the Strategic Plan until the next meeting. The motion unanimously passed.

REQUEST FOR 1.0 CE CREDIT FOR BOARD MEETING ATTENDANCE – UPDATE FROM MS. DAVIS-OLIVA

Ms. Davis-Oliva advised that Boards of other states may grant continuing education to professional members as a way of enticing individuals to serve on a board. Ms. Davis-Oliva advised that if the Board voted to approve continuing education credit for board meeting attendance, then the Board would need to draft rules and regulations governing the proposed amendment. After discussion, Ms. Wimbush made a motion, seconded by Ms. Dole, to grant 0.5 CE credits to Professional NHA Board Members for board meeting attendance, regardless of the length of the meeting. Professional NHA Board Members may be granted credit for a maximum of six meetings within a two-year licensure period, for a cap of 3.0 CE credits. No CE credit will be offered to NHA licensees who attend the meeting as members of the public. The motion unanimously passed. Ms. Davis-Oliva will draft rules and regulations for the Board to review at its next meeting.

RULE 7.4.2: TWO YEAR LATE RENEWAL PERIOD – REVIEW DRAFT LANGUAGE FROM MS. DAVIS-OLIVA

Ms. Davis-Oliva advised that the Board had previously discussed changing its rules and regulations governing late renewals. Per the recommendation of the Division of Professional Regulation, the Board unanimously voted to change the late renewal period from two years to one year. Ms. Davis-Oliva distributed a draft for the Board to review. After review, Ms. Squier made a motion, seconded by Mr. Daisey, to approve the draft language as presented. The motion unanimously passed.

NEW BUSINESS

RATIFICATION OF LICENSURE

David J. Kolesky, NHA

Ms. Wimbush made a motion, seconded by Ms. Squier, to approve the ratification of NHA licensure for David J. Kolesky. The motion unanimously passed.

REVIEW OF NHA APPLICATIONS FOR LICENSURE

John F. O'Donnell, NHA By Reciprocity

Ms. Wimbush reviewed the application of John F. O'Donnell, and reported that he had submitted documentation explaining his criminal conviction from 1995. Ms. Wimbush advised that Mr. O'Donnell is currently licensed in New York and Vermont. Ms. Davis-Oliva advised that Mr. O'Donnell's crime was not a felony and was not included in the Board's list of substantially related crimes. After discussion, Ms. Squier made motion, seconded by Ms. Dole, to approve NHA licensure of John F. O'Donnell. The motion unanimously passed.

REVIEW OF AIT PROGRESS REPORTS

Laura Kasal, 1st Quarterly Progress Report

Ms. Wimbush reviewed the 1st Quarterly AIT Progress Report of Laura Kasal and made a motion, seconded by Mr. Daisey, to accept the report. The motion unanimously passed.

Christy Lane, 1st Quarterly Progress Report

Ms. Wimbush reviewed the 1st Quarterly AIT Progress Report of Christy Lane and made a motion, seconded by Ms. Parker, to accept the report. The motion unanimously passed.

Sheila O’Gara, 2nd Quarterly Progress Report

Ms. Wimbush reviewed the 2nd Quarterly AIT Progress Report of Sheila O’Gara and made a motion, seconded by Mr. Daisey, to accept the report. The motion unanimously passed.

Carol Holzman, 2nd Quarterly Progress Report

Ms. Wimbush reviewed the 2nd Quarterly Progress Report of Carol Holzman and made a motion, seconded by Ms. Dole, to accept the report. The motion unanimously passed.

REQUEST FOR PRECEPTOR CHANGE

Adrienne Indellini – Change SNF and AL to David Bolton

Ms. Wimbush reviewed the request from Ms. Indellini to change her SNF and AL preceptor to David Bolton, due to the resignation of both Mr. Salitsky and Ms. Winters. Ms. Wimbush made a motion, seconded by Ms. Squier, to approve the change in preceptor and extend Ms. Indellini’s AIT through January 9, 2012. The motion unanimously passed.

REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS:

Eastern Virginia Medical School – *Navigating the Care of the Medically Fragile Child: An Educational Conference for Providers of Pediatric Residential Care*, Portland, OR, 10/29/09 – 10/31/09

Keynote Address: *Living Your Legacy*, 10/29/09, 845am – 945am, Requesting 1.0 CE

Organizational Evolution: *Restructuring a Delivery Model Towards the Care of the Sub Acute Child*, 10/29/09, 1015am – 1145am, Requesting 1.5 CE

Rewards & Recognition: *Leadership Strategies*, 10/29/09, 100pm – 230pm, Requesting 1.5 CE

Educating First Responders About Care & Transport, 10/29/09, 300pm – 400pm, Requesting 1.0 CE

Working with Families of Children with Disabilities: *Lessons from Psychoanalysis*, 10/30/09, 830am – 1000am, Requesting 1.5 CE

Volunteers: *Power and Price of Those That Give*, 10/30/09, 130pm – 230pm, Requesting 1.0 CE

Fundraising and Marketing Techniques for Success, 10/30/09, 245pm – 345pm, Requesting 1.0 CE

Family-Centered Medical Home and Lifespan Assessment: *LIFE Model*, 10/30/09, 415pm – 515pm, Requesting 1.0 CE

Hot Topic Issue Discussion, 10/31/09, 830am – 1030am, Requesting 2.0 CE

A Journey of One Child from a Restrictive Hospital Setting to Home, 10/31/09, 1030am – 1200pm, Requesting 1.5 CE

Ms. Dole reviewed the applications and made a motion, seconded by Ms. Squier, to approve all of the seminars as presented. The motion unanimously passed.

Division of Public Health, *Active Shooter Awareness Workshop*, 1/20/11, Requesting 4.0 CE (Licensee John Schmitt)

Ms. Dole reviewed the application and made a motion, seconded by Ms. Wimbush, to approve the workshop as presented. The motion unanimously passed.

Alzheimer's Association, 2010 Annual Dementia Conference, 11/16/10, Requesting 5.5 CE (Licensee John Schmitt)

Ms. Dole reviewed the application and made a motion, seconded by Ms. Wimbush, to approve the conference as presented. The motion unanimously passed.

Quality Insights of Delaware, Promoting Quality of Life, 9/21/10, Requesting 1.5 CE (Licensee John Schmitt)

Ms. Dole advised the Board that she was a speaker at this seminar, and that the seminar had been previously approved by the Board. After research, Ms. Howard confirmed that the seminar had previously been reviewed and approved by the Board.

Division of Public Health Long Term Care, Cultural Competency, 7/8/10, Requesting 2.0 CE (Licensee John Schmitt)

Ms. Dole reviewed the application and made a motion, seconded by Ms. Squier, to approve the seminar as presented. The motion unanimously passed.

Division of Public Health, LeadQuest Training: The 10 Principles of Personal Leadership, 4/13/11, Requesting 5.0 CE (Licensee John Schmitt)

Ms. Dole reviewed the application and made a motion, seconded by Ms. Squier, to approve the seminar as presented. The motion unanimously passed.

Fred Pryor Seminars, How to Supervise People, 6/29/11, Requesting 6.0 CE (Licensee Sandra Schurman)

Ms. Dole reviewed the application and made a motion, seconded by Ms. Squier, to approve the seminar as presented. The motion unanimously passed.

2011 CONTINUING EDUCATION AUDIT OF LICENSEES

Ms. Howard reported that after the 7/31/11 license renewal, the Division would generate a random continuing education audit of NHA licensees. Ms. Howard advised that the Board audited ten percent of licensees after the 2009 renewal. Mr. Daisey made a motion, seconded by Ms. Squier, to audit ten percent of the NHA licensees after the 2011 renewal, and to also audit all licensees who renew during the late period. The motion unanimously passed.

REQUEST FOR INACTIVE STATUS – OWEN LUGAR

Ms. Davis-Oliva read aloud a request from Owen Lugar, and advised that the Board doesn't currently offer an inactive license status. After discussion, Ms. Wimbush asked Ms. Howard to write a letter to Mr. Lugar on the Board's behalf notifying him that he has until 7/31/12 to obtain the necessary CEUs and late renew his license; otherwise his license will expire as the Board does not offer an inactive license status.

COMPLAINT STATUS None

OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)

NAB Annual Meeting – Report from Hope Squier

Ms. Squier summarized her trip to the NAB Annual Meeting and stated that the meeting was very informative. Ms. Squier recommended that the Board send two members to the next meeting, as there is too much information offered for one person to cover. Ms. Squier noted that other states aren't offering reciprocal licenses to Delaware licensees, and that some other states require all applicants to pass an exam on the states' rules & regulations governing Nursing Home Administrators. Ms. Squier added that NAB offers a free marketing program, which they will present at the Board's request at no charge. Ms. Squier will present a written summary of her trip to the Board at its next meeting.

PUBLIC COMMENT None

NEXT SCHEDULED MEETING

The next meeting is scheduled to be held on September 13, 2011 at 1:00 p.m. in the second-floor Conference Room B of the Cannon Building located at 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. Dole made a motion, seconded by Ms. Wimbush, to adjourn the meeting at 2:09 p.m. The motion unanimously passed.

Respectfully submitted,

A handwritten signature in black ink that reads "Michele Howard". The signature is written in a cursive, flowing style.

Michele Howard
Administrative Specialist II